

# Transportation of Residents Off Grounds

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School

**Policy: 1200.0240**

**Effective Date: November 8, 2010**

**Version: 1**

To protect residents, staff and the community, the Training School maintains safeguards and standards for resident supervision and security during transportation. Staff do not transport any resident off grounds for any activity without specific prior authorization by the Superintendent or designee. The facility to which the resident is being transported is notified as much in advance as possible to allow adequate preparation.

## Related Procedure

[Transportation of Residents Off Grounds](#)

## Related Policy

[Use of Restraint at the RI Training School](#)

## Transportation of Residents Off Grounds

### Procedure from Policy 1200.0240: Transportation of Residents Off Grounds

- A. Staff do not discuss logistical information about transports with residents.
- B. The level of security needed for each resident is determined in conformance with DCYF Policy 1200.0832, Use of Restraint at the RI Training School.
- C. When a resident is transported off grounds for routine medical appointments, staff:
  - 1. Accompany and remain with the resident at all times.
  - 2. Return the written medical appointment consultation form to the Training School Clinic.
  - 3. Do not communicate logistical information on additional or follow-up appointments to the resident.
    - a. When a Training School nurse is on duty, staff requests that medical appointment personnel communicate information regarding the follow-up visits to the nurse.
    - b. If no Training School nurse is on duty, staff receives such information in writing and in confidence. Staff submits information to the Training School clinic.
  - 4. Do not sign any authorizations for treatment for residents.
- D. When a resident is transported to any Rhode Island hospital for medical reasons, other than routine clinical appointments, the Administrator on Call is notified.
  - 1. Staff conform to provisions of paragraph C 1-3, above.
  - 2. Staff may consent to emergency medical procedures for the resident, but notify the Master Control Center as soon as possible of such procedures.
- E. The Superintendent or the Administrator on Call authorizes the Master Control Center to contact the Airport Security Office when a resident is to be transported to or from the airport.
  - 1. The Master Control Center designates staff to transport the resident.
  - 2. The Airport Security Office is informed of the resident's name and description, the airline, the flight number and the time.
  - 3. Staff accompanying the resident proceeds directly to the Airport Security Office.
  - 4. When picking up a resident from the airport, the designated staff receives the resident and remains with the resident until he/she is placed in the appropriate unit or facility at the Training School.
- F. Residents attending community functions or participating in community activities related to transition planning receive permission from the RI Family Court to engage in off grounds activities.
- G. Requests for exceptions to this policy and procedure are made in writing and must be approved by the Superintendent or designee prior to the activity.
- H. Paragraphs A – G are consistent with American Correctional Association Standards 3-JDF-3A-15 and 3-JTS-3A-15.